



PROJECT DEVELOPMENT OFFICER, POSITIVE MENTAL HEALTH

General Circular No. P29 -2143

Place of Work:	Student Services
Status:	100 % Supernumerary position
Salary Rate:	\$25.25 to \$45.21
Start Date:	Immediate
Immediate Supervisor:	Director

Nature of the Work

The position of Project Development Officer encompasses, in particular, responsibility for research, analysis and development of activities based on a particular theme, such as positive mental health. The Project Development Officer in positive mental health, is in charge of community relations, needs analysis, organizational development and development of technological support. The Project Development Officer ensures the planning, coordination and delivery of an action plan related to positive mental health, calling on the internal and external resources of the school board.

Main tasks and responsibilities

The Project Development Officer Collaborates with Psychologists, Guidance counsellors, Education Consultants in order to implement prevention activities that will promote positive mental health in the schools.

He or she works with the CIUSSS, Santé Publique and community organizations in the implementation of the positive mental health project and participates in the meeting with the Health Sector.

He or she creates tools and activities in connection with the Referant EKIP (Reference Framework of actions to take to promote Health and well-being in the schools), creates a good practice guide to promote Positive Mental Health in the schools and creates Board-wide projects with respect to mental health such as; activities on self-esteem social competencies and emotional competencies and keeps abreast on latest mental health research in order to apply good practices with respect to Mental Health.

He or she oversees the board-wide activities promoting Mental Health in collaboration with the EMSB Mental Health Resource Centre i.e.: Mental Health Awareness Week and Suicide Prevention. He or she collaborates with the Human Resource Department to plan workshops for EMSB staff and oversees the organization of workshops and support groups for parents in collaboration with community organizations and the Health Sector.

He or she provides support and guides the different professionals of the Student Services Department with respect to the promotion of positive Mental Health in the schools and mobilizes and guides the trauma team in difficult situations in the schools

Requirements and Qualifications

- Bachelor's degree with an appropriate specialization, notably psychoeducation, psychology, social work or other appropriate specialty
- Extensive work experience or strong knowledge of the best practices to promote positive mental health
- Fluency in English and French (both oral and written)
- Excellent communication, organizational, analytical, creative and interpersonal skills
- Ability to work well under pressure within a multidisciplinary team

To view the job description as outlined in the classification plan [click here](#) or visit their website <http://cpn.gouv.qc.ca/en/cpnca/home/>

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca to the attention of Ms. Ann Watson, Director of the Human Resources Department, **by Monday November 1st, 2021**. Please refer to the circular number in your letter of application.

The masculine gender was used in this posting to facilitate the reading. The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples